



## JOB DESCRIPTION

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**JOB TITLE:** Assistant Director of Finance

**DEPARTMENT:** Finance

**REPORTS TO:** Director of Finance

**DATE:** May, 2009

**EMPLOYEE UNIT:** Management & Confidential

**Supersedes:** August, 1998

**FLSA EXEMPT:** Yes

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**JOB SUMMARY:** Under the direction of the Director of Finance, plans, organizes, directs, supervises, and personally performs professional accounting and fiscal activities in conformance with generally accepted accounting standards and appropriate laws and regulations.

**CLASS CHARACTERISTICS:** This is a mid-management position, with full responsibility to perform complex professional level tasks related to accounting and other fiscal activities. This position has responsibility for assisting the department director in formulating departmental policy and developing goals and objectives. Incumbent is also responsible for provision of professional accounting direction and, as such, ensures that day-to-day accounting and fiscal activities are in conformance with generally accepted accounting principles and standards and appropriate laws and regulations. As a supervisor, incumbent independently directs and reviews the work of professional, technical, and office support staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The following duties are performed personally, in cooperation with the Director of Finance, and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Analyze fiscal transactions to assure conformity and compliance with accepted accounting procedures, City procedures and methods, and Municipal, State and Federal regulations.
2. Direct and coordinate the processing of City accounting procedures.
3. Maintain, analyze and reconcile all subsidiary and general ledger accounts.
4. Responsible for the preparation or supervision of the preparation of the monthly and year-end revenue and expenditure reports, journal entries, adjusting and closing entries, and reconciliation of inter-fund and inter-agency accounts.
5. Prepare requests for proposals and contracts for professional financial services.
6. Direct and review financial record keeping activities such as purchasing, fixed assets, and accounts payable.

7. Train and supervise technical and clerical support staff.
8. Research, compile and prepare financial statements and supporting schedules.
9. Work with City's computer committee and Information Services staff in analyzing City needs, making recommendations, and implementing improvements to computerized accounting systems.
10. Review various documents and records for accuracy, appropriate coding, and compliance with policies.
11. Establish procedures for timely collection of monies due to the City and follow-up on collection problems.
12. Establish procedures for an aggressive collection program, including small claims actions.
13. Provide oversight for the monitoring, maintenance, and audit of franchise and concession agreements to ensure terms and conditions are met.
14. Manage Redevelopment Agency accounting and prepare annual statement of indebtedness.
15. Provide explanations and interpretations of regulations governing utility billings, business licenses, payroll and similar matters.
16. Work with department directors and other City staff on accounting and analytical related issues and problems.
17. Analyze problems, evaluate alternatives, and implement creative recommendations.
18. Coordinate the annual audit and work closely with auditors to implement suggestions.
19. Maintain a variety of records and prepare complex financial and statistical reports.
20. Responsible for completion of, or supervision of completion, of all aspects of the Comprehensive Annual Financial Report of the City and General Purpose Financial Statements for the Redevelopment Agency.
21. Monitor development agreements for fiscal compliance and provide related analysis as needed.
22. Research, analyze and prepare various financial discussions and documents for the signature of the Finance Director.
23. Directly supervise, review and evaluate work of professional and/or paraprofessional accountants.
24. Research and develop departmental operating policies.
25. Act as City liaison to the external professional auditing firm.

26. Act in the absence of the Director of Finance, when asked to do so.
27. Provide direction to staff with bond servicing and assessment district functions.
28. Provide risk management support to Finance Director and serve as acting Risk Manager in the absence of the Finance Director.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education & Experience:**

1. Possess a Bachelors degree from an accredited college in accounting, finance, business administration, or closely related field. Master's degree in accounting or related field or CPA is desired.
2. Substantial professional accounting experience that includes at least five years in accounting/finance fields and at least two years supervision of professional and clerical staff in a municipal setting. Experience with an emphasis in accounting, financial reporting, and auditing is preferred.

**Licenses & Certificates:**

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.

**Other Requirements:**

1. Certified Public Accountant (CPA) or Certified Public Finance Officer (CPFO) designation desirable.

**Knowledge of:**

1. Proposals, principles, and practices of governmental accounting agencies and professional organizations as relates to municipal accounting and financial operating practices ie., CSMFO, GASB, GFOA, AICPA, GAO, OMB, etc.
2. Accounting, auditing, and budgeting principles and practices.
3. Governmental accounting principles, applicable laws and regulations, and financial reporting practices.
4. Basic Management Information Systems applications for accounting and bookkeeping functions.
5. Supervisory and office management principles and practices.

**Skill in:**

1. Directing and reviewing the work of professional and technical support staff.
2. Communicating effectively, both verbally and in writing.
3. Performing complex accounting, auditing and financial record keeping activities.
4. Maintaining accurate records and making accurate arithmetic calculations.
5. Working on several assignments simultaneously, setting priorities, meeting deadlines, and working independently within established guidelines.
6. Use of common office software including Microsoft Office and applicable specialized finance software

applications.

7. Providing outstanding customer satisfaction (internally and externally).

**Ability to:**

1. Plan and direct the activities of personnel engaged in various accounting functions, which includes training and evaluating non-management staff.
2. Understand and interpret City, State, and Federal laws pertaining to governmental accounting.
3. Examine and verify financial documents and reports.
4. Analyze complex problems, evaluate alternatives and implement creative recommendations.
5. Establish and maintain effective working relationships with those contacted in the course of the work.
6. Use independent judgment, within established guidelines, in the course of undertaking assigned responsibilities.
7. Organize work, set priorities, meet deadlines, and complete assignments with minimal supervision.
8. Communicate effectively, both verbally and in writing.

**PHYSICAL DEMANDS:** Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

**WORK ENVIRONMENT:** Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The work environment is generally indoors in a temperature-controlled office; some travel is required.
2. Noise level in the work environment is usually moderate.